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# Accounting Systems and Procedures



*This chapter is a general guide; it is not intended to replace accounting standards established by the American Institute of Certified Public Accountants (AICPA), Financial Accounting Standards Board (FASB), Governmental Accounting Standards Board (GASB), or the concept of generally accepted accounting principles (GAAP).*

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## ACCOUNTING RECORDS

An effective institutional financial aid program requires a cooperative effort among all school offices involved in delivering financial aid to students. Separate reporting and recordkeeping responsibilities required of each office, as well as shared responsibilities, are detailed in chapter 7.

The business office is responsible for most financial accounting and recordkeeping (except for the detailed records and files on individual financial aid recipients that must be kept in the financial aid office). The remainder of this chapter is designed to help the business office satisfy its accounting responsibilities efficiently and with a minimum of effort.

### *Bookkeeping and record keeping*

Bookkeeping and record keeping systems should be designed to

- enable timely internal and external financial reporting;
- meet documentation requirements;
- ensure proper filing of applications, and
- create accurate reports.

## FUND ACCOUNTING SYSTEMS AND THE FSA PROGRAMS

A fund accounting system is required whenever an entity is responsible to a third party for ensuring that funds are used as intended by the third party. Such funds must be restricted for use in accordance with the third-party's requirements and separate fund accounts must be established for each third-party program from which the entity is receiving funds. Fund accounting is the method of segregating assets into categories according to the individual program requirements placed on their use by the third party.

Fund accounting contrasts with the more widely known system used in corporate accounting in one fundamental way – entities receiving third-party funds may not exceed their budgets. Additionally, the concepts of encumbrance and budgeting obligations found in fund accounting are not found in corporate accounting.

Fund accounting is characterized by the following:

- A fund is a separate accounting entity with a self-balancing set of accounts consisting of assets, liabilities, and fund balances.
- Separate accounts are maintained for each fund to ensure observance of limitations and restrictions placed on the use of the resources of each fund.
- For reporting purposes, funds with similar characteristics are combined into fund groups.
- Expenditures are recorded in each fund and measured against budgets, thereby providing finite limits within which funded entities within the school must operate in carrying out their mission.

When designing an accounting system, the chart of accounts, books of original entry, billing and reporting requirements, and other FSA requirements must all be considered.

For example, the numerous ledger accounts suggested in the chart of accounts that appears later in this chapter for the Perkins Loan Program were created to assist schools in preparing year-end reports that must be filed with ED. The school can simply copy the information from its ledgers to the electronic FISAP format supplied by ED.

When designing a chart of accounts, institutions also need to consider their fund-accounting needs, particularly with respect to restricted funds or funds that are initially restricted. The chart of accounts should accurately reflect the school's current organization and programs, and it should have the flexibility to accommodate any future changes in the organization.

## Audit trails

Your accounting records and systems for FSA funds must provide a *clear audit trail* that makes it possible to trace all federal cash from drawdown to its final destination

An audit trail, whether in a manual system, an automated system, or a combination of systems includes the accounting record of a transaction and all the documentation that supports each transaction.

In accounting records, when data is recorded, a reference should also be recorded to identify the source of the data. The reference can be in the form of a date, a name, an address, or a number such as a journal page number, ledger account number, or check number. These references, used throughout the accounting cycle, form an *audit trail* that makes it possible to trace the details of a transaction from the source document to the financial statements and accounting records.

A vital part of an audit trail is *cross-referencing*. Cross-referencing is the recording of identifying numbers pointing both ways in offsetting or supporting accounting entries. For example, in your FSEOG cash account, for a deposit received from GAPS, you would record an entry that pointed to the journal page on which you recorded the names of students for whom this particular cash draw was intended to provide the federal share. Likewise, on the aforementioned journal page you would record an identifier that pointed to the appropriate draw in your FSEOG cash account.

## Chart of Accounts

As an aid in discussing records and accounting techniques for financial aid programs, the following summary chart of accounts lists accounts considered necessary for institutions to account properly for FSA program funds. These accounts may be set up in either a manual or automated accounting system. Either system will need the basic suggested ledger accounts to meet ED's minimum program and fiscal requirements, as well as the institution's external reporting requirements, such as basic financial statements and fund statements. Such a system will serve to meet the accounting needs of the school, ED, and other federal agencies. Additional accounts may be added as deemed necessary by the school. These accounts should be reviewed at least annually to determine if additions or deletions are necessary to meet changes in federal regulations.

The chart of accounts is a primary internal-control mechanism delineating the framework of the accounts. This chart has two components: (1) a fund number and (2) an account number that usually follows a standard account-code structure (a definition, by name, of the account code). A uniform numbering scheme is used here to assist in identifying the parts of the financial statements on which ledger accounts are located. The numbers assigned to these

### Reconciling subsidiary records to account balances

All accounts should be backed up by subsidiary ledger detail. Although a trial balance can be used to ensure that accounts balance in the aggregate, it does not guarantee that there is sufficient evidence that subsidiary records exist to support the totals in each account.

Errors can occur when corrections or changes are made to control accounts without corresponding adjustments being made to subsidiary records. Reconciliations between accounts and subsidiary record detail should be performed at least monthly and should be conducted on a more frequent basis during periods of high transaction volume. As mentioned earlier, most FSA programs require monthly reconciliations.

ledger accounts are arbitrarily assigned, but in sequential order, and these specific numbers are not required to put these ledgers in place in institutional accounting systems.

In all cases, the first digit of an account number identifies an element of the financial statements, as follows:

- 1 - Asset Account**
- 2 - Asset Reduction Account**
- 3 - Liability Account**
- 4 - Capital Account (or Program Balance)**
- 5 - Capital Reduction Account**
- 6 - Income Account (or Revenue Account)**
- 7 - Expense Account**

The accounting record for each federal student aid program is self-balancing, and must be separated completely from the accounting records of all other federal student aid programs and from the accounting record for the general operating fund of the school. Within each program, the sum of ledger accounts with debit balances equals the sum of ledger accounts with credit balances.

In the following Summary Chart of Accounts, award authorizations are not shown. It is recommended that they be booked as a memo journal entry or budget item. Then, as award authorizations are adjusted, appropriate adjustments to budget figures would be entered. This process helps ensure that drawdown amounts do not exceed authorization levels.

**Note:** The GAPS account shown in the Summary Chart of Accounts, account # 1-2 (Accounts Receivable, GAPS) is used only if a school does not use the reimbursement payment method for drawing down FSA funds. The accounting for the reimbursement method will not be covered here. However, account # 1-2 should be booked as any other account receivable. Each respective subsidiary ledger would also book the receivable.

## Summary Chart of Accounts

### ***GAPS Accounts (FSA Funds Only, Not Including Direct Loans)***

To help in calculating excess cash and interest earnings on FSA funds (Federal Pell Grant, FSEOG, FWS, and Federal Perkins Programs) and, in accordance with cash management regulations issued on December 1, 1994, separate GAPS accounts should be established for FSA funds and for non-FSA funds. In addition, because Direct Loan Program funds are not reported on GAPS and use a separate GAPS account number, those funds would not be included in either of these separate accounts.

#### 1 - Asset Accounts

1 - 1    Cash Control, GAPS

1 - 2    Accounts Receivable, GAPS

#### 3 - Liability Accounts - None

#### 4 - Capital Accounts - None

#### 6 - Income Accounts - None\*

#### 7 - Expense Accounts - None\*

### ***National Finance Center (NFC) Accounts***

NFC accounts are needed to reflect amounts of FSA program funds disallowed after the program authorization account has been closed (removed from GAPS).

#### 1 - Asset Accounts

1 - 1    Cash Unremitted to NFC

1 - 2    Due from School

#### 3 - Liability Accounts

3 - 1    Accounts Payable, NFC

#### 4 - Capital Accounts - None

#### 6 - Income Accounts - None

#### 7 - Expense Accounts - None

***\* GAPS is the only case in which income and expense ledgers are not maintained.***

### ***Federal Pell Grant Accounts***

#### **1 - Asset Accounts**

1 - 1    Cash, Federal Pell Grants

#### **3 - Liability Accounts - None**

#### **4 - Capital Accounts - None**

#### **6 - Revenue Accounts**

6 - 1    Transfer from GAPS - Federal Pell Grants for Students

6 - 2    Federal Reimbursement of Pell Grant Administrative Cost Allowance (ACA)

#### **7 - Expense Accounts**

7 - 1    Student Grants Paid - Federal Pell Grant

7 - 2    Administrative Cost Allowance (ACA) Paid to Institution

### ***Federal Supplemental Educational Opportunity Grant (FSEOG) Accounts***

#### **1 - Asset Accounts**

1 - 1    Cash, FSEOG

#### **3 - Liability Accounts - None**

#### **4 - Capital Accounts - None**

#### **6 - Income Accounts**

6 - 1    Transfer from GAPS - FSEOG

6 - 2    Institution's Cash Contribution

6 - 3    Institution's Noncash Contribution (Memo Account)

#### **7 - Expense Accounts**

7 - 1    Student Grants Paid - FSEOG

7 - 2    Student Grants - FSEOG from Noncash Contribution (Memo Account)

7 - 3    Administrative Cost Allowance (ACA) Paid to Institution (if applicable)

### ***Federal Work-Study (FWS) Accounts***

#### **1 - Asset Accounts**

- 1 - 1    Cash, Federal Work-Study
- 1 - 2    Accounts Receivable, Off-Campus Entities

#### **3 - Liability Accounts**

- 3 - 1    Federal Income Taxes Withheld
- 3 - 2    Social Security Taxes Withheld
- 3 - 3    State Income Taxes Withheld
- 3 - 4    Other Withholding
- 3 - 5    Accrued Wages Payable
- 3 - 6    Employer's Payroll Taxes Payable

#### **4 - Capital Accounts - None**

#### **6 - Income Accounts**

- 6 - 1    Transfer from GAPS - Federal Work-Study
- 6 - 2    Institution's Cash Contribution
- 6 - 3    Institution's Noncash Contribution (Memo Account)
- 6 - 4    Off-Campus Employer's Contribution, Public/Private Nonprofit Entities
- 6 - 5    Off-Campus Employer's Contribution, Private For-Profit Entities

#### **7 - Expense Accounts**

- 7 - 1    Student Wages - On-Campus
- 7 - 2    Student Wages - On-Campus, Noncash Contribution for Nonfederal Share (Memo Account)
- 7 - 3    Student Wages - Off-Campus, Public/Private Nonprofit Entities
- 7 - 4    Student Wages - Off-Campus, Private For-Profit Entities

***\*If the school tracks funds advanced to students who are out of school, this information may be placed as a footnote to the subsidiary ledger.***

7 - 5 Regular Job Location and Development (JLD)  
Expenses Paid to Institution

7 - 6 Administrative Cost Allowance (ACA) Paid to  
Institution

### ***Federal Perkins Loan Accounts***

#### **1 - Asset Accounts**

1 - 1 Cash, Federal Perkins Loans

1 - 2 Funds Advanced to Students\*

#### **2 - Asset Reduction Accounts**

2 - 1 Loan Principal Collected

2 - 2 Defaulted Loan Principal - Assigned to Federal  
Government

2 - 3 Loan Principal Canceled - Teaching Service (10%  
Rate), Loans Made Prior to 7/1/72

2 - 4 Loan Principal Canceled - Teaching Service (15%  
Rate), Loans Made Prior to 7/1/72

2 - 5 Loan Principal Canceled - Military Service (12.5%  
Rate), Loans Made Prior to 7/1/72

2 - 6 Loan Principal Canceled - Teaching Service (15%  
Rate), Loans Made 7/1/72 and After

2 - 7 Loan Principal Canceled - Teaching Service (20%  
Rate), Loans Made 7/1/72 and After

2 - 8 Loan Principal Canceled - Teaching Service (30%  
Rate), Loans Made 7/1/72 and After

2 - 9 Loan Principal Canceled - Teaching Service (Field of  
Expertise: Math, Science, Foreign Language,  
Bilingual Education) (15% Rate), Loans Made  
7/23/92 and After

2 - 10 Loan Principal Canceled - Teaching Service (Field of  
Expertise: Math, Science, Foreign Language,  
Bilingual Education) (20% Rate), Loans Made  
7/23/92 and After



- 2 - 11 Loan Principal Canceled - Teaching Service (Field of Expertise: Math, Science, Foreign Language, Bilingual Education) (30% Rate), Loans Made 7/23/92 and After
- 2 - 12 Loan Principal Canceled - Military Service (12.5% Rate), Loans Made 7/1/72 and After
- 2 - 13 Loan Principal Canceled - Death
- 2 - 14 Loan Principal Canceled - Disability
- 2 - 15 Loan Principal Canceled - Bankruptcy
- 2 - 16 Loan Principal Canceled - Peace Corps or VISTA (15% Rate)
- 2 - 17 Loan Principal Canceled - Peace Corps or VISTA (20% Rate)
- 2 - 18 Loan Principal Canceled - Head Start (15% Rate)
- 2 - 19 Loan Principal Canceled - Volunteer Service (15% Rate)
- 2 - 20 Loan Principal Canceled - Volunteer Service (20% Rate)
- 2 - 21 Loan Principal Canceled - Law Enforcement and Corrections Officer Service (15% Rate)
- 2 - 22 Loan Principal Canceled - Law Enforcement and Corrections Officer Service (20% Rate)
- 2 - 23 Loan Principal Canceled - Nurse/Medical Technician (15% Rate)
- 2 - 24 Loan Principal Canceled - Nurse/Medical Technician (20% Rate)
- 2 - 25 Loan Principal Canceled - Nurse/Medical Technician (30% Rate)
- 2 - 26 Loan Principal Canceled - Child/Family and Early Intervention Service (15% Rate)
- 2 - 27 Loan Principal Canceled - Child/Family and Early Intervention Service (20% Rate)

- 2 - 28 Loan Principal Canceled - Child/Family and Early Intervention Service (30% Rate)
- 2 - 29 Loan Principal Canceled for Loans Discharged Due to Closed Schools
- 2 - 30 Loan Principal Adjustments - Other
- 3 - Liability Accounts\* - None
- 4 - Capital Accounts
  - 4 - 1 Federal Fund Balance
  - 4 - 2 Institutional Fund Balance
- 6 - Income Accounts
  - 6 - 1 Funds Transferred from GAPS - Perkins - FCC
  - 6 - 2 Funds Transferred from Institution - Perkins - ICC
  - 6 - 3 Interest Earned on Loans
  - 6 - 4 Other Earnings - Late Charges on Loans Made 7/1/87 and After
  - 6 - 5 Other Earnings - Miscellaneous
  - 6 - 6 Reimbursement of Amounts Canceled on Loans Made 7/1/72 and After
  - 6 - 7 Repayments to Federal Government
  - 6 - 8 Repayments to Institution
- 7 - Expense Accounts
  - 7 - 1 Litigation Expenses
  - 7 - 2 Administrative Cost Allowance (ACA) Paid to Institution
  - 7 - 3 Other Collection Expenses
  - 7 - 4 Cost of Loan Principal and Interest Canceled - Teaching Service, Loans Made Prior to 7/1/72

- 7 - 5 Cost of Loan Principal and Interest Canceled - Teaching Service, Loans Made 7/1/72 and After
- 7 - 6 Cost of Loan Principal and Interest Canceled - Military Service, Loans Made Prior to 7/1/72
- 7 - 7 Cost of Loan Principal and Interest Canceled - Teaching Service (Field of Expertise: Math, Science, Foreign Language, Bilingual Education), Loans Made 7/23/92 and After
- 7 - 8 Cost of Loan Principal and Interest Canceled - Military Service, Loans Made 7/1/72 and After
- 7 - 9 Cost of Loan Principal and Interest Canceled - Death
- 7 - 10 Cost of Loan Principal and Interest Canceled - Disability
- 7 - 11 Cost of Loan Principal and Interest Canceled - Bankruptcy
- 7 - 12 Cost of Loan Principal and Interest Canceled - Peace Corps or VISTA
- 7 - 13 Cost of Loan Principal and Interest Canceled - Head Start
- 7 - 14 Cost of Loan Principal and Interest Canceled - Volunteer Service
- 7 - 15 Cost of Loan Principal and Interest Canceled - Law Enforcement and Corrections Officer Service
- 7 - 16 Cost of Loan Principal and Interest Canceled - Nurse/Medical Technician
- 7 - 17 Cost of Loan Principal and Interest Canceled - Child/Family and Early Intervention Service
- 7 - 18 Cost of Defaulted Loan Principal and Interest Assigned to Federal Government
- 7 - 19 Other Costs or Losses

***William D. Ford Federal Direct Loan  
(Direct Loan) Accounts***

1 - Asset Accounts

1 - 1 Cash, Direct Loans

1 - 2 Accounts Receivable, GAPS

3 - Liability Accounts - None

4 - Capital Accounts - None

6 - Income Accounts

6 - 1 Income from GAPS - Direct Loans

7 - Expense Accounts

7 - 1 Funds Advanced to Borrowers

***Electronic Funds Transfer (EFT) of Federal Family  
Education Loan (FFEL) Funds from Lenders to the  
Institution***

1 - Asset Accounts

1 - 1 Cash, FFEL Account

1 - 2 Cash, Returned to Lenders

1 - 3 Cash, Disbursed to Borrowers

1 - 4 Cash, Interest Earnings

3 - Liability Accounts

3 - 1 FFEL Trust Account

4 - Capital Accounts - None

6 - Income Accounts

6 - 1 Interest Earnings from Investment of FFEL Funds

7 - Expense Accounts - None

## GAPS FSA Accounts

**1 - 1 Cash Control, GAPS:** This account may be a debit or credit balance account depending on the timing of drawdowns and disbursements. It is established to identify the balance of federal cash disbursed to a school through GAPS. The system described here segregates federal cash by using separate accounts for GAPS FSA-funded programs. These separate GAPS accounts allow reconciliation of funds sent and/or available through GAPS. Separate checking accounts need not be maintained for each program as long as school records indicate precisely where cash was used.

Debit this account for:

- All cash received from GAPS for all FSA programs, except Direct Loans payment for origination services, Pell Grants ACA reimbursement, or Perkins Loan cancellation reimbursements (contra account # 1-2).
- All unexpended cash on programs when accountability has been transferred to NFC (contra account # 1-2).

Credit this account with:

- All cash transferred to programs.
- Excess cash billings paid to National Finance Center (NFC) (contra account # 1-2).

**1 - 2 Accounts Receivable, GAPS:** This account can be a debit or credit balance account depending on the timing of disbursements and drawdowns. It represents all amounts due from all open-status GAPS-funded programs.\* The debit balance may exist between the time funds are requested from GAPS and the time they are received.

Debit this account for:

- Amount of awards disbursed to students and recorded as income transferred from GAPS in each respective FSA program account.

Credit this account for:

- Cash received from GAPS (contra account # 1-1).
- Any unexpended program balances after accountability has been transferred to NFC (contra account # 1-1)

***\*A different accounting treatment is needed if a school has been placed on the reimbursement payment method for drawing down FSA funds.***

## National Finance Center (NFC) Accounts

*1 - 1 Cash Unremitted to NFC:* This account is used to reflect that a portion of cash is no longer under GAPS accountability; the accountability has been transferred to the National Finance Center (NFC).

This cash is segregated when a grant's final closing amount is in dispute. Accounting for the funds here reflects a transfer of accountability from GAPS. If more than one program is in dispute, separate subsidiary accounts should be set up for each program. Disallowed expenditures on open, current-year GAPS accounts are recorded by reclassifying those expenditures from the specific program account to institutional accounts and then reinstating that same amount from the FSA program account to the GAPS account.

Debit this account for:

- Cash received from the school for disallowed expenditure (contra account # 1-2).
- Interest earnings on FSA funds that exceed the regulatory threshold (contra account # 3-1).

Credit this account with:

- Amounts remitted to NFC (contra account # 3-1).

*1 - 2 Due from School:* This debit balance account reflects amounts due from the school as a result of disallowed expenditures on closed accounts not under GAPS accountability.

Debit this account for:

- Billings from NFC for expenditures disallowed by program review or audit, excess cash, and the like (contra account # 3-1).

Credit this account for:

- Cash received from the school (contra account # 1-1).

*3 - 1 Accounts Payable, NFC:* This account is normally a credit balance account that reflects any liabilities to NFC as a result of cash accountability separated from GAPS as described earlier or disallowed expenditures on programs not under GAPS accountability or excess interest earnings returnable to ED through NFC.

Debit this account for:

- Amounts remitted to NFC (contra account # 1-1).

Credit this account with:

- Billings from NFC (contra account # 1-2).
- Interest earnings returnable to NFC (contra account # 1-1).

### Federal Pell Grant Accounts

*1 - 1 Cash, Federal Pell Grants:* All receipts and disbursements of cash related to the Pell Grant Program are recorded in this account. Typically, this account would show a zero balance after each period's entries are posted, as the transfer of funds from GAPS should equal only the amount of grants to be paid immediately to students.

Debit this account for:

- Transfers from GAPS account (contra account # 6-1).
- Recoveries from recipients (contra account # 7-1).

Credit this account with:

- Payments to students (contra account # 7-1).

*6 - 1 Transfer from GAPS - Federal Pell Grants for Students:* This credit balance account controls the transfer of cash from the GAPS account "Cash Control, GAPS" to the Pell Grant account "Cash, Federal Pell Grants." Such cash transfers should be made only in the precise amounts needed immediately to pay grants to students.

Debit this account for:

- Closing entry at end of accounting fiscal year, the total amount of cash transferred from GAPS account to meet disbursement needs for the period (contra account # 7-1).

Credit this account with:

- Cash transferred from GAPS account to meet current disbursement needs (contra account # 1-1).

*6 - 2 Federal Reimbursement of Pell Grant Administrative Cost Allowance (ACA):* This credit balance account is used to deposit the reimbursements received by electronic funds transfer (EFT) from ED for Pell ACA.

Debit this account for:

- Closing entry at end of accounting fiscal year for the amount of Pell ACA reimbursements (contra account # 7-2).

Credit this account with:

- ACA payments received via EFT from ED (contra account # 1-1).

*7 - 1 Student Grants Paid - Federal Pell Grant:* This debit balance account is maintained to record payments made to students for Pell Grants.

Debit this account for:

- Grant payments made to students (contra account # 1-1).

**CREDIT THIS ACCOUNT WITH:**

- Recoveries from recipients (contra account # 1-1).
- Closing entry at end of accounting fiscal year for the total amount of grant payments made to students for the accounting period (contra account # 6-1).

*7 - 2 Administrative Cost Allowance (ACA) Paid to Institution:* This debit balance account is maintained to record payments made to the school for administrative costs. This amount cannot exceed the amount set by regulations.

Debit this account for:

- ACA paid to the school (contra account # 1-1).

Credit this account with:

- Closing entry at the end of the accounting period (contra account # 6-2).



## Federal Supplemental Educational Opportunity Grant (FSEOG) Accounts

*1 - 1 Cash, FSEOG:* All receipts and disbursements of cash related to the Federal Supplemental Educational Opportunity Grant (FSEOG) Program are recorded in this account. Typically, this account shows a zero balance after each period's entries are posted, as the transfer of funds from GAPS should be only for the amount of grants to be paid to students immediately and for administrative expenses.

Debit this account for:

- Transfers from GAPS account (contra account # 6-1).
- Cash contributions of the school (contra account # 6-2).

Credit this account with:

- Payments to students (contra account # 7-1).
- Payments to school for administrative cost allowance (contra account # 7-3).

*6 - 1 Transfer from GAPS - FSEOG:* This revenue account is maintained to control the transfer of cash from the GAPS account "Cash Control, GAPS" to the FSEOG account "Cash, FSEOG." Such transfers of cash should be made only in the precise amounts needed to pay awards and ACA (if applicable) on a current basis.

Debit this account for:

- Closing entry at end of accounting fiscal year (contra accounts # 7-1, 7-3).

Credit this account with:

- Amounts of cash transferred from the GAPS account to meet the federal share of current FSEOG grants (contra account # 1-1).

*6 - 2 Institution's Cash Contribution:* This credit balance account is maintained to record cash contributions made by the school to provide (together with any noncash contribution) the nonfederal share of FSEOG grants.

Debit this account for:

- Closing entry at end of accounting fiscal year (contra account # 7-1).

Credit this account with:

- Amounts of cash provided by the school to pay its share of current FSEOG grants (contra account # 1-1).

*6 - 3 Institution's Noncash Contribution (Memo Account):* This credit balance account is maintained to record noncash contributions made by the school to provide (together with any cash contribution) the required nonfederal share of FSEOG grants.

Debit this account for:

- Closing entry, the cash value of all tuition rebates or similar credits to student accounts as the nonfederal share of FSEOG awards at end of accounting fiscal year (contra account # 7-2).

Credit this account with:

- Noncash contributions provided from institutional resources to pay the nonfederal share of current FSEOG grants, including payments made directly to students from institutional funds (contra account # 7-2).

*7 - 1 Student Grants Paid - FSEOG:* This expense account is maintained to help prepare required FSEOG Program reports. If the school transfers cash to provide the required percent of the federal share, then this account would record both the federal and nonfederal shares of FSEOG grants. The debit balance in this account combined with account # 7-2, before closing, should agree with the sum of the individual award amounts shown in student records as FSEOG grants for the current year.

Debit this account for:

- Payments to students for FSEOG grants (contra account # 1-1).

Credit this account with:

- Closing entry at end of accounting fiscal year (contra account # 6-1).

*7 - 2 Student Grants - FSEOG From Noncash Contributions (Memo Account):* This expense account is used if the school makes noncash contributions and pays students a portion of their FSEOG grants directly from institutional resources.

Debit this account for:

- Payments to students for FSEOG grants from institutional resources (contra account # 6-3).

Credit this account for:

- Closing entry at end of accounting fiscal year (contra account # 6-3).

*7 - 3 Administrative Cost Allowance (ACA) Paid to Institution (if applicable):* This expense account is used to record ACA as it is paid to the school. Such payments are limited by regulations and may not be made from FSEOG funds unless students received FSEOG funds during the period.

Debit this account for:

- Payments to school for administrative expenses (contra account # 1-1).

Credit this account with:

- Closing entry at end of accounting fiscal year (contra account # 6-1).

## Federal Work-Study (FWS) Accounts

*1 - 1 Cash, Federal Work-Study.* All receipts and disbursements of cash related to the Federal Work-Study (FWS) Program are recorded in this account. Any debit balance remaining after payroll payment should consist solely of institutional and/or off-campus employer funds, as federal funds should be transferred from the GAPS Cash Control Account (GAPS account # 1-1) only in the precise amount needed for the federal share of current disbursements.

Debit this account for:

- Federal contributions transferred from GAPS account (contra account # 6-1).
- Cash contributions of the school (contra account # 6-2).
- Cash payments of off-campus employers (contra account # 1-2).
- Cash paid into fund by the school for later payment of employer's share of payroll taxes (contra account # 3-6).
- Cash contributions paid by the school for off-campus employers that have not paid their nonfederal share (contra account # 1-2).

Credit this account with:

- Federal share of on-campus compensation and federal and nonfederal shares of off-campus compensation to students (contra accounts # 3-5, 7-3, 7-4).
- Administrative expenses paid to the school (contra account # 7-6).
- Refund of contribution to the school (contra account # 6-2).
- Refund of contribution to off-campus employers (contra account # 1-2).
- Payment for compensation withheld (contra accounts # 3-1, 3-2, 3-3, 3-4).
- Payment of employer's payroll taxes (contra account # 3-6).
- Job Location and Development Program expenses paid to the school (contra account # 7-5).

*1 - 2 Accounts Receivable, Off-Campus Entities.* This account is used to record the amounts due from off-campus employers for the nonfederal share of student wages. Separate subsidiary accounts should be set up for each off-campus entity.

Debit this account for:

- Amounts to be provided by off-campus employers to pay the required percent of the nonfederal share of wages of students employed off campus (contra accounts # 6-4, 6-5).
- Refunds to off-campus employers of excess cash contributions (contra account # 1-1).

Credit this account for:

- Cash paid by off-campus employers (contra account # 1-1).
- Cash paid by the school for off-campus employers that have not paid their nonfederal share (contra account # 1-1).

3 - 1 Federal Income Taxes Withheld

3 - 2 Social Security Taxes Withheld\*

3 - 3 State Income Taxes Withheld

3 - 4 Other Withholding

If withholding is necessary, these accounts are used to record the tax amounts withheld from the pay of students employed under the Federal Work-Study Program.

Debit these accounts for:

- Taxes paid to the appropriate agency for federal income taxes, Social Security taxes (when applicable), state income taxes, and other taxes (contra account # 1-1).

Credit these accounts with:

- Amounts withheld from students' pay for payment of federal income taxes, Social Security taxes (when applicable), state income taxes, and other taxes (contra accounts # 7-1, 7-3, and 7-4).

***\*Students working in FWS jobs do not need to pay FICA if they are employed on campus.***

**3 - 5 Accrued Wages Payable.** This account is used to accumulate student wages earned but not paid by the end of a report period. This is necessary because the Federal Work-Study portion of the FISAP report requires compensation earned during the reporting period to be reported, regardless of when it is paid. The drawdown of cash from the GAPS Cash Control Account is on a cash basis, and funds are not drawn down until accrued wages have actually been disbursed (paid).

Debit this account for:

- Amounts of gross compensation earned in the previous reporting period and paid during the current period (contra account # 1-1).

Credit this account with:

- Gross compensation earned, but not yet paid at the end of the reporting period (contra accounts # 7-1, 7-2, 7-3, 7-4).

***\*Note: A student may be exempt from tax withholding while enrolled. However, if the student is employed between terms or in the summer, when the student is not enrolled, withholding must be made.***

**3 - 6 Employer's Payroll Taxes Payable.** This credit balance account is maintained to record the amount of payments due by the school for the employer's share of payroll taxes on accounts of students employed under the Federal Work-Study Program. Federal Work-Study funds may not be used to pay any portion of such taxes. At some schools, the employer's share of payroll taxes is handled directly from the general fund, and off-campus employers' payments for their share of payroll taxes are reimbursed to the general fund rather than transferring the amount into the FWS fund. In this case, account # 3-6 would not be needed in the FWS set of accounts.

Debit this account for:

- Amounts of payroll taxes paid (contra account # 1-1).

Credit this account with:

- Amounts of payroll taxes payable from cash amounts transferred by the school or off-campus employers to pay their share of payroll taxes (contra account # 1-1).\*

**6 - 1 Transfer from GAPS - Federal Work-Study.** This credit balance account controls the transfer of cash from the GAPS account, “Cash Control, GAPS” to the FWS account, “Cash, Federal Work-Study.” Such transfers of cash should be made only in the precise amounts needed for the federal share of current payroll, plus administrative expenses and Job Location and Development Program expenses. No transfer of cash should occur until the federal share of the currently payable payroll has been calculated.

Debit this account for:

- The federal share of wages earned (contra accounts # 7-1, 7-3, 7-4).
- Administrative expenses paid to the school (contra account # 7-6).
- Job Location and Development Program expenses paid to the school (contra account # 7-5).

Credit this account with:

- Amounts of cash transferred from the GAPS account “Cash Control, GAPS” to meet current disbursement needs (contra account # 1-1).

**6 - 2 Institution's Cash Contribution.** This credit balance account is used only if the school transfers cash to provide the required percent of the nonfederal share of student wages on campus, then pays both the federal share and nonfederal shares of campus wages from these accounts.

Debit this account for:

- Refund to the school of excess cash advances (contra account # 1-1).
- Closing entry, the nonfederal share (that is, the share for which Federal Work-Study funds are not available) of cash wages paid to students employed on campus (contra account # 7-1).

Credit this account with:

- Amounts of cash provided by the school to pay its share of on-campus student wages (contra account # 1-1).

*6 - 3 Institution's Noncash Contribution (Memo Account):* This credit balance account records the amount of wages "paid" to students by the school through tuition rebates and other such noncash means, as well as amounts paid directly to students from institutional funds.

Debit this account for:

- Closing entry, the cash value of all tuition rebates or similar credits to student accounts made by the school during the reporting period as its share of on-campus student wages (contra account # 7-2).

Credit this account with:

- Each pay period, the cash value of all tuition rebates or similar credits to student accounts as its share of on-campus student wages (contra account # 7-2).

*6 - 4 Off-Campus Employer's Contribution, Public/Private Nonprofit Entities*

*6 - 5 Off-Campus Employer's Contribution, Private For-Profit Entities*

These credit balance accounts are maintained to record contributions due from off-campus employers to provide the required percent (or more) of the nonfederal share of student wages earned off campus.

Debit these accounts for:

- Closing entry, nonfederal share (that is, the share for which Federal Work-Study funds are not available) of wages paid to students employed off campus (contra accounts # 7-3, 7-4).

Credit these accounts with:

- Amounts to be provided by off-campus employers to pay the required percent of the nonfederal share of wages of students employed off campus (contra account # 1-2).

*7 - 1 Student Wages - On-Campus:* This expense account is maintained to record the federal share of Federal Work-Study wages. If the school transfers cash to provide the required percent of the federal share, then this account would record both the federal and nonfederal shares of wages. This account may be further subdivided into categories such as instruction, research, public service, and so on, to facilitate nonfederal functional reporting.



Debit this account for:

- The federal share of wages earned by students in on-campus employment from the first day to the last day of the reporting period (posted from payroll vouchers, adjusted as necessary for accruals) (contra accounts # 1-1, 3-1, 3-2, 3-3, 3-4, 3-5).

Credit this account with:

- Closing entry for the federal share of wages earned on campus (contra account # 6-1).

*7 - 2 Student Wages - On-Campus, Noncash Contribution for Nonfederal Share (Memo Account):* This expense account is maintained to record the nonfederal share of student wages paid from the institution's tuition rebates or similar credits.

Debit this account for:

- The nonfederal share of wages "paid" to students through tuition rebates and other noncash means (contra account # 6-3).

Credit this account for:

- Closing entry for, the nonfederal share of wages earned on campus (contra account # 6-3).

*7 - 3 Student Wages - Off-Campus, Public/Private Nonprofit Entities*

*7 - 4 Student Wages - Off-Campus, Private For-Profit Entities*

These expense accounts are maintained to help prepare required Federal Work-Study Program reports.

Debit these accounts for:

- Gross amount of wages earned by students in off-campus employment from the first day to the last day of the reporting period (posted from payroll vouchers, adjusted as necessary for accruals) (contra accounts # 3-1, 3-2, 3-3, 3-4, and 3-5).

Credit these accounts with:

- Closing entry for the nonfederal share of wages earned off campus (contra accounts # 6-4, 6-5).

*7 - 5 Regular Job Location and Development (JLD) Expenses Paid to Institution:* This expense account is maintained to record payments made to the school for Job Location and Development (JLD) Program expenses. This amount cannot exceed the lesser of \$50,000 or 10 percent of the institution's Federal Work-Study (FWS) authorization for the award year to locate and develop off-campus jobs, including community-service jobs. Jobs located or developed under the program may be for either a for-profit or nonprofit employer. A school is not allowed to use its JLD allocation to locate on-campus service jobs. The federal funds that a school sets aside from its FWS allocation to be used for JLD activities may be used to pay up to 80 percent of allowable costs. The school must provide the remaining 20 percent of allowable costs, either in cash or services.

Debit this account for:

- Amounts paid to the school (contra account # 1-1).

Credit this account with:

- Closing entry at the end of the accounting period, the amounts paid to the school during the reporting period (contra account # 6-1).

*7 - 6 Administrative Cost Allowance (ACA) Paid to Institution:* This expense account is maintained to record payments made to the school in reimbursement for administrative expenses. Such payments to the school have totals limited by regulations, and they may not be made from FWS funds unless students earned FWS wages during the award year.

Debit this account for:

- Payments to school for administrative expenses (contra account # 1-1).

Credit this account with:

- Closing entry at the end of the accounting period, the total amount paid to the school during the reporting period (contra account # 6-1).

## Federal Perkins Loan Accounts

*1 - 1 Cash, Federal Perkins Loans:* This is a debit balance account that shows the total cash available.

Debit this account for:

- Federal Capital Contributions (FCCs) as transferred from GAPS cash (contra account # 6-1).
- Institutional Capital Contributions (ICCs) as transferred from institutional cash (contra account # 6-2).
- Refunds of amounts advanced to students (contra account # 1-2).
- Collections of loan principal from borrowers (contra account # 2-1).
- Collections of loan interest from borrowers (contra account # 6-3).
- Collections of late charges assessed (contra account # 6-4).
- Collections of penalty charges assessed (contra account # 6-5).
- Other income (contra account # 6-5).
- Reimbursements from the U.S. Government on loan cancellations (contra account # 6-6).
- Repayments from borrowers for litigation expenses (contra account # 7-1).
- Collections of borrower-paid collection costs from gross-remittance collection agencies (contra account # 7-3).

Credit this account with:

- Advances to students (contra account # 1-2).
- Overpayments refunded to borrowers (contra account # 2-1).
- Reversals of payments made by returned check (contra accounts # 2-1, 6-3, 6-4, 6-5, 7-3).
- Repayments of capital to the U.S. Government (contra account # 6-7).
- Repayments of capital to the school (contra account # 6-8).
- Withdrawals of late charges payable to the school (contra account # 6-4).

- Withdrawals to pay litigation expenses (contra account # 7-1).
- Withdrawals for administrative cost allowance (contra account # 7-2).
- Withdrawals to pay collection costs to gross-remittance collection agencies (contra account # 7-3).
- Withdrawals to pay other collection expenses (contra account # 7-3).

*1 - 2 Funds Advanced to Students.* This debit balance account is a control account for advances to borrowers. The total of the amounts shown as advances on individual student master records for all students should be reconciled to the balance in this account at the end of each month.

Debit this account for:

- The amount advanced to borrowers (contra account # 1-1).

Credit this account with:

- Any return of advances made (contra account # 1-1).

*2 - 1 Loan Principal Collected.* This is a credit balance account maintained to show the total amount of loan principal collected since the beginning of the program.

Debit this account for:

- The principal amount of returned checks (contra account # 1-1).
- Overpayments refunded to borrowers (contra account # 1-1).

Credit this account with:

- The amount of cash collections related to loan principal (contra account # 1-1).
- Reclassification of the amount of interest paid that is subsequently canceled (contra account # 2-1).

*2 - 2 Defaulted Loan Principal - Assigned to Federal Government.* This credit balance account is maintained to show the cumulative amount of defaulted loan principal assigned to and accepted by the U.S. Government.

Debit this account for:

- No entries, except for correcting errors.

Credit this account with:

- The amount of loan principal assigned to and accepted by the U.S. Government on loans in default (contra account # 7-18).

*2 - 3 Loan Principal Canceled - Teaching Service (10% Rate), Loans Made Prior to 7/1/72*

*2 - 4 Loan Principal Canceled - Teaching Service (15% Rate), Loans Made Prior to 7/1/72*

*2 - 5 Loan Principal Canceled - Military Service (12.5% Rate), Loans Made Prior to 7/1/72*

Accounts # 2-3, 2-4, and 2-5 may be merged and maintained as one account titled “Loan Principal Canceled - Loans Made Prior to 7/1/72.”

*2 - 6 Loan Principal Canceled - Teaching Service (15% Rate), Loans Made 7/1/72 and After*

*2 - 7 Loan Principal Canceled - Teaching Service (20% Rate), Loans Made 7/1/72 and After*

*2 - 8 Loan Principal Canceled - Teaching Service (30% Rate), Loans Made 7/1/72 and After*

*2 - 9 Loan Principal Canceled - Teaching Service (Field of Expertise: Math, Science, Foreign Language, Bilingual Education) (15% Rate), Loans Made 7/23/92 and After*

*2 - 10 Loan Principal Canceled - Teaching Service (Field of Expertise: Math, Science, Foreign Language, Bilingual Education) (20% Rate), Loans Made 7/23/92 and After*

*2 - 11 Loan Principal Canceled - Teaching Service (Field of Expertise: Math, Science, Foreign Language, Bilingual Education) (30% Rate), Loans Made 7/23/92 and After*

*2 - 12 Loan Principal Canceled - Military Service (12.5% Rate), Loans Made 7/1/72 and After*

*2 - 13 Loan Principal Canceled - Death*

*2 - 14 Loan Principal Canceled - Disability*

Accounts # 2-13 and 2-14 may be merged and maintained as one account titled "Loan Principal Canceled - Death or Disability."

All other canceled-loan entries are similar and are not shown here. Refer to the chart of accounts for the other cancellation accounts.

These separate cancellation accounts are maintained to show the cumulative amounts of loan principal canceled under the provisions of the law.

Debit these accounts for:

- No entries, except for correcting errors.

Credit these accounts with:

- Amounts of each appropriate category of loan principal canceled under the provisions of the law (contra accounts # 7-4 through 7-17).

*2 - 29 Loan Principal Adjustments - Other:* This is a credit balance account maintained to show the cumulative total amount of loan principal lost because of other reasons (such as write-offs) as specified by ED. Each credit entry to this account should be adequately labeled to identify the reason for the adjustment.

Debit this account for:

- No entries, except for correcting errors.

Credit this account with:

- Amount of loan principal lost because of other approved reasons (write-offs) (contra account # 7-19).

*4 - 1 Federal Fund Balance.* This is a credit balance account maintained to show the federal share of the fund balance. This account should always show a credit balance for the federal share of income and expenses since the school began participating in the program.

Credit this account with:

- Closing entry at end of accounting fiscal year (federal share of contra accounts # 6-1, 6-3 through 6-7, 7-1 through 7-19).

*4 - 2 Institutional Fund Balance.* This credit balance account is maintained to show the institutional share of the fund balance. This account should always show a credit balance for the institutional share of income and expenses since the school began participating in the program.

Credit this account with:

- Closing entry at end of accounting fiscal year (institutional share of contra accounts # 6-2 through 6-6, 6-8 through 7-19).

*6 - 1 Funds Transferred from GAPS - Perkins - FCC.* This credit balance account is maintained to track the total FCC transferred to the Perkins Loan fund from the GAPS cash control account.

Debit this account for:

- Closing entry at end of accounting fiscal year (contra account # 4-1).

Credit this account with:

- Transfer from GAPS - FCC (contra account # 1-1).

*6 - 2 Funds Transferred from Institution - Perkins - ICC.* This credit balance account is maintained to track the total ICC transferred to the Perkins Loan fund from the school.

Debit this account for:

- Closing entry at end of accounting fiscal year (contra account # 4-2).

Credit this account with:

- Mandatory transfers of the institution's matching share of the Perkins Loan allocation. This is one-third (33 1/3 percent) of the FCC amount or one-quarter (25 percent) of the combined FCC plus ICC (contra account # 1-1).

*6 - 3 Interest Earned on Loans.* This credit balance account is maintained to show the total interest that has been collected or has been canceled because of teaching service, military service, death, or any other authorized cancellation. It also includes interest from loans assigned to ED.

Debit this account for:

- The interest amount of returned checks and correction of errors (contra account # 1-1).
- Reclassification of the interest amount paid that is subsequently canceled (contra account # 2 -1).
- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

Credit this account with:

- The amount of loan interest collected (contra account # 1-1).
- The amount of loan interest canceled for teaching service (contra accounts # 7-4, 7-5).
- The amount of loan interest canceled for Teaching Service (Field of Expertise: Math, Science, Foreign Language, Bilingual Education), Loans Made 7/23/92 and After (contra account # 7-7).
- The amount of loan interest canceled for military service (contra accounts # 7-6, 7-8).
- The amount of loan interest canceled for death (contra account # 7-9).
- The amount of loan interest canceled for disability (contra account # 7-10).
- The amount of loan interest canceled for bankruptcy (contra account # 7-11).
- The amount of loan interest canceled for Peace Corps or VISTA (contra account # 7-12).
- The amount of loan interest canceled for Head Start (contra account # 7-13).
- The amount of loan interest canceled for Volunteer Service (contra account # 7-14).
- The amount of loan interest canceled for Law Enforcement and Corrections Officer (contra account # 7-15).
- The amount of loan interest canceled for Nurse/Medical Technician (contra account # 7-16).
- The amount of loan interest canceled for Child/Family and Early Intervention Service (contra account # 7-17).



- The amount of loan interest related to defaulted loans assigned to the U.S. Government (contra account # 7-18).
- The amount of loan interest written off for other costs or losses (specify) (contra account # 7-19).

*6 - 4 Other Earnings - Late Charges on Loans Made 7/1/87 and After.*

This credit balance account is maintained to show the earnings of the fund due to late charges assessed on loans made after 7/1/87.

Debit this account for:

- Late charge amounts reimbursed to the school (contra account # 1-1).
- Late charge amounts of returned checks (contra account # 1-1).
- Late charge amounts for correcting errors.
- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

Credit this account with:

- Late charges assessed and collected (contra account # 1-1).
- Amounts reimbursed by the school for the late charge portion of returned checks (contra account # 1-1).
- Late charges accrued and written off (contra account # 7-18).

*6 - 5 Other Earnings - Miscellaneous:* This credit balance account is maintained to show the earnings of the fund (other than interest on student loans or late charges assessed on loans made 1/1/86 and after), such as penalty charges on loans made 12/31/85 and before, and interest earned on fund cash balances. As it will be necessary to report separately on each type of earnings (penalty charges, interest, earnings, and so on), a subsidiary ledger account for each type of earnings is required. There may be periods when slack demand for loans, coupled with funds received for collection activities, might produce a temporary excess cash balance in the Perkins Loan fund; as a result, institutions are now required to maintain fund balances in insured interest-bearing accounts.

Debit this account for:

- Penalty charges for returned checks (contra account # 1-1).
- Correcting errors.
- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

Credit this account with:

- Penalty charges assessed and collected (contra account # 1-1).
- Interest earned on fund cash (contra account # 1-1).
- Any other earnings of the fund (contra account # 1-1).
- Penalty charges accrued and written off (contra account # 7-19).

*6 - 6 Reimbursement of Amounts Canceled on Loans Made 7/1/72 and After:* This credit balance account is maintained to show the amounts received from the U.S. Government as a result of reimbursements on loans canceled for teaching (Head Start) and military service on loans made 7/1/72 and after, for Peace Corps or VISTA service for loans made after 6/30/87, for employment in law enforcement or as a corrections officer for loans made on or after 11/29/90, and for all cancellations authorized by the 1992 reauthorization of the Higher Education Act (HEA).

Debit this account for:

- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

Credit this account with:

- Amounts received from the U.S. Government for reimbursement of the aggregate amount of institutional funds plus federal funds canceled due to any of the authorized cancellation provisions (contra account # 1-1).

*6 - 7 Repayments to Federal Government:* This debit balance account is maintained to show the total distribution of fund capital in case of partial dissolution of the Perkins Loan fund.

Debit this account for:

- Amount of the appropriate FCC repaid in partial dissolution of the fund (contra account # 1-1).

Credit this account with:

- Closing entry at end of accounting fiscal year (contra account # 4-1).

*6 - 8 Repayments to Institution.* This debit balance account is maintained to show the total distribution of fund capital in case of partial dissolution of the Perkins Loan fund and to show when an school withdraws an overmatch.

Debit this account for:

- Amount of the appropriate ICC repaid in partial dissolution of the fund (contra account # 1-1).

Credit this account with:

- Closing entry at end of accounting fiscal year (contra account # 4-2).

*7 - 1 Litigation Expenses.* This is a debit balance account maintained to show the net amount paid for litigation arising in connection with Federal Perkins Loans.

Debit this account for:

- Amounts paid for litigation expenses (contra account # 1-1).

Credit this account with:

- Amounts collected from borrowers repaying litigation expenses (contra account # 1-1).
- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

*7 - 2 Administrative Cost Allowance (ACA) Paid to Institution.* This is a debit balance account maintained to show the amount of administrative expenses charged to the fund rather than reimbursement to the school by ED. Such payments to the school are limited in total by regulations and may not be made from the Perkins Loan fund unless students receive advances of Perkins Loan funds during the award period.

Debit this account for:

- Amounts charged to the fund as authorized administrative cost allowance (ACA) (contra account # 1-1).

Credit this account with:

- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

*7 - 3 Other Collection Expenses.* This is a debit balance account maintained to show the net amount charged to the fund for collection expenses other than costs of litigation, such as commissions (as approved by the Department) paid to a collection agency.

Debit this account for:

- Amounts authorized to be charged to the fund as other collection expenses (contra accounts # 1-1 or 2-1).
- Amount of borrower-paid collection cost portion of returned checks (contra account # 1-1).

Credit this account with:

- Amounts collected from borrowers repaying costs of collection other than litigation expenses (contra account # 1-1).
- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

*7 - 4 Cost of Loan Principal and Interest Canceled - Teaching Service, Loans Made Prior to 7/1/72*

*7 - 5 Cost of Loan Principal and Interest Canceled - Teaching Service, Loans Made 7/1/72 and After*

These debit balance accounts are maintained to show the total cost of loan cancellations for teaching service.

Debit these accounts for:

- Amounts of total principal and interest canceled for teaching service (contra accounts # 2-3, 2-4, 2-6, 2-7, 2-8, and 6-3).

Credit these accounts with:

- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

*7 - 6 Cost of Loan Principal and Interest Canceled - Military Service, Loans Made Prior to 7/1/72*

*7 - 7 Cost of Loan Principal and Interest Canceled - Teaching Service (Field of Expertise: Math, Science, Foreign Language, Bilingual Education), Loans Made 7/23/92 and After*

These debit balance accounts are maintained to show the total cost of loan cancellations for military and teaching service.

Debit these accounts for:

- Amounts of total principal and interest canceled for these specific service areas (contra accounts # 2-5, 2-9, 2-10, 2-11, and 6-3).

Credit these accounts with:

- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

*7 - 8 Cost of Loan Principal and Interest Canceled - Military Service 7/1/72 and After*

This debit balance account is maintained to show the total cost of loan cancellations for military service.

Debit this account for:

- Amounts of total principal and interest canceled for military service (contra accounts # 2-12, 6-3).

Credit these accounts with:

- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

*7 - 9 Cost of Loan Principal and Interest Canceled - Death.* This is a debit balance account maintained to show the total cost of loan cancellations for death.

Debit this account for:

- Amounts of total principal and interest canceled for death (contra accounts # 2-13, 6-3).

Credit this account with:

- Closing entry at end of accounting fiscal year (contra accounts #4-1, 4-2).

*7 - 10 Cost of Loan Principal and Interest Canceled - Disability.* This is a debit balance account maintained to show the total cost of loan cancellations for disability.

Debit this account for:

- Amounts of total principal and interest canceled for disability (contra accounts # 2-14, 6-3).

Credit this account with:

- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

*7 - 11 Cost of Loan Principal and Interest Canceled - Bankruptcy.* This is a debit balance account maintained to show the total cost of loan cancellations for bankruptcy.

Debit this account for:

- Amounts of total principal and interest canceled for bankruptcy (contra accounts # 2-15, 6-3).

Credit this account with:

- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

*7 - 12 Cost of Loan Principal and Interest Canceled - Peace Corps or VISTA:* This is a debit balance account to show the total cost of principal and interest canceled for service in the Peace Corps or VISTA for loans made after June 30, 1987.

Debit this account for:

- Amounts of total principal and interest canceled for service in the Peace Corps or VISTA (contra accounts # 2-16, 2-17, and 6-3).

Credit this account with:

- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

*7 - 13 Cost of Loan Principal and Interest Canceled - Head Start.* This is a debit balance account to show the total cost of principal and interest canceled for the Head Start Program.

Debit this account for:

- Amounts of total principal and interest canceled for the Head Start Program (contra accounts # 2-18, 6-3).

Credit this account with:

- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

*7 - 14 Cost of Loan Principal and Interest Canceled - Volunteer Service.* This is a debit balance account to show the total cost of principal and interest canceled for volunteer service.

Debit this account for:

- Amounts of total principal and interest canceled for volunteer service (contra accounts # 2-19, 2-20, 6-3).

Credit this account with:

- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

*7 - 15 Cost of Loan Principal and Interest Canceled - Law Enforcement and Corrections Officer.* This is a debit balance account to show the total cost of principal and interest canceled for borrowers employed in law enforcement or corrections.

Debit this account for:

- Amounts of total principal and interest canceled for a borrower's employment as a law-enforcement or corrections officer (contra accounts # 2-21, 2-22, 6-3).

Credit this account with:

- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

*7 - 16 Cost of Loan Principal and Interest Canceled - Nurse/Medical Technician.* This is a debit balance account to show the total cost of principal and interest canceled for a borrower's employment as a nurse or medical technician.

Debit this account for:

- Amounts of total principal and interest canceled for a borrower's employment as a nurse or medical technician (contra accounts # 2-23, 2-24, 2-25, 6-3).

Credit this account with:

- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

*7 - 17 Cost of Loan Principal and Interest Canceled - Child/Family and Early Intervention Service.* This is a debit balance account to show the total cost of principal and interest canceled for a borrower's employment in a child/family or early intervention service.

Debit this account for:

- Amounts of total principal and interest canceled for the child/family or early intervention service (contra accounts # 2-26, 2-27, 2-28, 6-3).

Credit this account with:

- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

*7 - 18 Cost of Defaulted Loan Principal and Interest Assigned to Federal Government.* This is a debit balance account maintained to show the total cost of defaulted loans assigned to, and accepted by, the U.S. Government.

Debit this account for:

- Amounts of total principal and interest related to defaulted loans assigned to the U.S. Government (contra accounts # 2-2, 6-3).

Credit this account with:

- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).



**7 - 19 Other Costs or Losses:** This is a debit balance account maintained to show the total amount of other costs or losses. Any entries to this account, such as accounts written off, should have full documentation of the reasons. In some cases, approval by the Department must be included as part of the documentation.

Debit this account for:

- Amounts of total principal, interest, penalty, and late charges written off because of other costs or losses. The reason for the write-off should be specified for easy identification in the account (contra accounts # 2-29, 6-3, 6-4, 6-5).

Credit this account with:

- Amounts of previous write-offs reversed due to collection (contra accounts # 2-29, 6-3, 6-4, 6-5).
- Closing entry at end of accounting fiscal year (contra accounts # 4-1, 4-2).

### William D. Ford Federal Direct Loan Accounts

**1 - 1 Cash, Direct Loans:** All receipts and disbursements of cash related to the Direct Loan Program are recorded in this account.

Debit this account for:

- Transfers from GAPS accounts (contra account # 6-1).
- Recoveries from recipients (contra account # 7-1).

Credit this account for:

- Payments to students (contra account # 7-1).
- Return of excess cash to Direct Loan Servicing Center or to ED via FEDWIRE (contra account # 6-1).

**1 - 2 Accounts Receivable, GAPS:** This debit balance account controls the transfer of cash directly from the GAPS account established for Direct Loans.

Debit this account for:

- Amounts due from GAPS for disbursement needs for the period (contra account # 6-1).
- Return of excess cash (contra account # 1-1).

Credit this account with:

- Cash transferred directly from the GAPS account (contra account # 1-1).

*6 - 1 Income from GAPS - Direct Loans.* This credit balance account reflects the income from the Direct Loan Program. This amount is not a transfer from the GAPS account referred to in section 5.3. These separate accounts allow for reconciliation with the institution's records as part of the Direct Loan reconciliation process.

Debit this account for:

- Closing entry at end of accounting fiscal year, the income from GAPS to meet disbursement needs for the period (contra accounts # 7-1, 7-2).

Credit this account with:

- Income from GAPS recorded to meet current disbursement needs (contra account # 1-2).

*6 - 2 Federal Reimbursement of Direct Loan Origination Services Costs.* This credit balance account is maintained to record the reimbursements from ED for origination services costs. Currently, funds come directly to the school via ACH/EFT and are deposited directly to the institution's bank account. This amount is set by law.

Debit this account for:

- Closing entry at end of the accounting period (contra account # 7-2).

Credit this account with:

- ACH/EFT payments for ED for origination services costs (contra account # 1-1).

*7 - 1 Funds Advanced to Borrowers.* This debit balance account is maintained to record payments made to students or parents for loans. This account may be further subdivided to separate disbursements for PLUS, subsidized, and unsubsidized loans.

Debit this account for:

- Loan payments made to students or students' parents (contra account # 1-1).

Credit this account with:

- Recoveries from loan recipients (contra account # 1-1).
- Closing entry at end of accounting fiscal year for the total amount of loan disbursements made to students or students' parents for the accounting period (contra account # 6-1).

## Federal Family Education Loan (FFEL) Program

*1 - 1 Cash, FFEL Account:* All receipts and disbursements of Federal Family Education Loan (FFEL) funds are recorded in this account. These funds are not part of the GAPS system, as the funds come directly from lenders to the school by lenders' EFT systems.

- Debit - Cash received from lenders (contra account # 3-1).

*1 - 2 Cash Returned to Lenders:* This account is used to account for funds returned to lenders and is separate from funds disbursed to students.

- Credit - Cash returned to lenders (contra account # 3-1).

*1 - 3 Cash Disbursed to Borrowers:* This account shows funds actually disbursed to students or parents for loans.

- Credit - Cash disbursed to borrowers (contra account # 3-1).

*1 - 4 Cash - Interest Earnings:* This account may be used to record interest earnings from investing the float on FFEL funds. Institutions may decide to deposit the interest earnings directly into an operating account.

- Debit - For interest earned (contra account # 6-1).
- Credit - Interest earnings from investment of FFEL funds transferred to the school (contra account # 6-1).

*3 - 1 FFEL Trust Account:* This account is used to record funds that the school holds for borrowers.

- Debit - Funds disbursed to borrowers or returned to lenders (contra accounts # 1-2 or 1-3).
- Credit - Funds received from lenders (contra account # 1-1).

*6 - 1 Interest Earnings from Investment of FFEL Funds:* The school must closely adhere to required time frames for disbursing funds and returning undisbursed funds.

- Debit - Cash, interest earnings transferred to the school (contra account # 1-4).
- Credit - Interest earnings from investment of FFEL funds (contra account # 1-4).

